



**San Bernardino County**  
**Recorder - Clerk**  
**222 West Hospitality Lane**  
**San Bernardino, CA 92415-0022**  
**855 REC-CLRK**  
[www.sbcounty.gov/arc](http://www.sbcounty.gov/arc)

Space above for County Clerk use only

## **CERTIFICATE OF REGISTRATION AS A PROFESSIONAL PHOTOCOPIER**

**(Business and Professions Code Sections 22450-22463)**

Registration No. \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

### **Filing Fees:**

Filing registration: \$180.00  
Filing bond \$ 25.00  
Total fees \$205.00

Each additional ID card \$10.00  
Additional Fees:  
Record the bond – 1<sup>st</sup> page of bond \$15.00  
Each additional page of bond \$ 3.00

Please TYPE or PRINT legibly and firmly in BLACK ink. Neither the County Clerk nor his deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

**Registrant is:** ☐ An Individual ☐ A Corporation ☐ A Partnership

**Expiration Date** \_\_\_\_\_

First Name of Registrant or Corporation/Partnership Name

Middle Name

Last Name

Age

Address – Number and Street

City

State

Zip Code

At least one person involved in the management of a Professional Photocopier shall be required to hold a current commission as a Notary Public from the California Secretary of State. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for this registration is required.

Name of Notary Public

Commission Number

Name of County Where Notary Bond is Filed

**Individual Filing** - The undersigned hereby certifies/declares that:

- ☐ I have not been convicted of a felony. ☐ I have been convicted of a felony.  
☐ As an individual, I will perform my duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

**Corporation or Partnership Filing** - The undersigned corporation or partnership hereby certifies/declares that:

- ☐ Corporate officers or general partners have not been convicted of a felony.  
☐ Corporate officers or general partners have been convicted of a felony.  
☐ As a corporation or partnership, the corporation or partnership will perform its duties as a professional photocopier in compliance with the provisions of law governing the transmittal of confidential documentary information in this state.

**The name, title, age, address and telephone number of each corporate officer or general partner per B&P 22452. Each of the following declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of their knowledge (signatures of all corporate officers or general partners (use extra sheet if necessary):**

Name (First, Middle, Last)

Title

Telephone Number

Age

Address – Number and Street

City

State

Zip Code

Executed at (place)

Date

Signature

Name (First, Middle, Last)

Title

Telephone Number

Age

Address – Number and Street

City

State

Zip Code

Executed at (place)

Date

Signature

**Business and Professions Code Sections 22450 – 22462 pertain to the Certificate of Registration as a Photocopier. The specific code sections referenced below are in regards to the filing requirements.**

**DEFINITION – Business and Professions Code Section 22450**

A professional photocopier is any person who for compensation obtains or reproduces documents authorized to be produced under Part 2.6 (commencing with Section 56) of Division 1 of, or Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of, the Civil Code, or Section 1158 of, or Article 4 (commencing with Section 1560) of Chapter 2 of Division 11 of, the Evidence Code and who, while engaged in performing that activity, has access to the information contained therein.

**WHERE TO FILE – Business and Professions Code Section 22450**

A professional photocopier shall be registered pursuant to this chapter by the county clerk of the county in which he or she resides or has his or her principal place of business, and in which he or she maintains a branch office.

**FILING EXCEPTIONS – Business and Professions Code Section 22451**

This chapter does not apply to any of the following:

- (a) Any government employee who is acting in the course of his or her employment.
- (b) A member of the State Bar or his or her employees, agents, or independent contractors.
- (c) Any person who is specially appointed by the court to obtain or reproduce in order to transmit or distribute those records.
- (d) An employee or agent of a person who is registered under this chapter.
- (e) Any custodian of records who makes his or her own copies.
- (f) Any certified shorthand reporter, official court reporter, or stenotype operator who makes his or her own copies.
- (g) Any person licensed under Chapter 11.5 (commencing with Section 7512) of Division 3 of the Business and Professions Code or his or her employees.
- (h) The Office of the Secretary of State.

**FILING/RECORDING FEES – Business and Professions Code Section 22453, 22453.1, 22455, Government Code Section 27361, County Ordinance 16.023A**

An applicant shall pay a fee for the following:

- (a) Application filing fee of one hundred eighty dollars (\$180.00).
- (b) Application filing fee of two hundred fifty dollars (\$250.00) if filing as a Process Server at the same time.
- (c) An additional fee of ten dollars (\$10.00) shall be paid to the county clerk for each additional card of identification.
- (d) Bond filing fee of twenty-five dollars (\$25.00).
- (e) Bond recording fee of \$15.00 for the first page and \$3.00 for each additional page

**NOTARY PUBLIC - Business and Professions Code Section 22454**

At least one person involved in the management of a professional photocopier shall be required to hold a current commission from the Secretary of State as a notary public in this state. If the notary commission is held by someone other than the registrant, written confirmation from the notary authorizing the use of their commission for this registration is required.

**BOND – Business and Professions Code Section 22455**

(a) A certificate of registration shall be accompanied by a bond of five thousand dollars (\$5,000) which is executed by a corporate surety qualified to do business in this state and conditioned upon compliance with the provisions of this chapter and all laws governing the transmittal of confidential documentary information under the code sections specified in Section 22450. The total aggregate liability on the bond shall be limited to five thousand dollars (\$5,000). The bond may be terminated pursuant to the provisions of Section 995.440 and Article 13 (commencing with Section 996.310) of Chapter 2 of Title 14 of Part 2 of the Code of Civil Procedure.

(1) The county clerk shall, upon filing the bond, deliver the bond forthwith to the county recorder for recording. The recording fee specified in Section 27361 of the Government Code shall be paid by the registered professional photocopier. The fee may be paid to the county clerk, who shall transmit it to the recorder.

(b) In lieu of the bond required by subdivision (a), a registrant may deposit five thousand dollars (\$5,000) in cash with the county clerk.

**Note:** Photocopiers re-filing must provide (a) a new bond or (b) a Surety Rider and the previously recorded bond.

**TERM OF REGISTRATION – Business and Professions Code Section 22456**

A certificate of registration shall be effective for a period of two years or until the date the bond expires, whichever occurs first. Thereafter, a registrant shall file a new certificate of registration or a renewal of the certificate of registration and pay the fee required by Section 22453. A certificate of registration may be renewed up to 60 days prior to its expiration date and the effective date of the renewal shall be the date the current registration expires. The renewal shall be effective for a period of two years from the effective date or until the expiration date of the bond, whichever occurs first.

**IDENTIFICATION CARDS**

The registrant must present photo identification and one photograph (1¼" x 1¼") to be affixed to the identification card to be issued. The fee for additional identification cards is \$10.00 each.

**RESPONSIBILITIES - Business and Professions Code Section 22458**

A professional photocopier shall be responsible at all times for maintaining the integrity and confidentiality of information obtained under the applicable codes in the transmittal or distribution of records to the authorized persons or entities.